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Sample dispatch with reference to memo 7 December 1961 from  
Chief [REDACTED] Subject: Elimination of Staff Agent Support Projects

1. On 7 December 1961 the Chief [REDACTED] approved the elimination of projects used solely to support Staff Agents. (You will doubtless wish to furnish the field with pertinent portions of the reference memo or to send it out in its entirety.) The following projects and agents under your station are affected:

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<u>Project Cryptonym</u>	<u>Agents Name(s)</u>
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

2. Pursuant to this, Headquarters has taken the necessary action to transfer the agents involved from project to Station Support rolls. The effective date is \_\_\_\_\_.

3. Effective the same date the agents' salary, allowances, and other entitled benefits will be charged to the Station Support Account. Other support expenses, such as cost of maintaining cover and QC vehicle will also be charged to Station Support.

4. Agents' operational costs will be charged to appropriate projects, OCA or DDCO as the case may be.

5. Each station should maintain an informal memorandum record of support expenses (paragraph 3 above) for each agent, by fiscal year, by country, outside the regular station accounting system. These will be included in the annual report to be required concerning each agent.

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